



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	SENIOR AUDITOR (2 Positions)
3	Posting Number	PN# 110348
4	Department	FINANCE & ADMINISTRATION
5	Division	Accounting Services Division
6	Section	611 Walker, 10th Floor
7	Reporting Location	M - F, 8 a.m. - 5 p.m.*
8	Workdays & Hours	*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Oversees and coordinates large and/or complex in-house audits and performs highly advanced level professional auditing and accounting work. Reviews the auditing and accounting work of Auditors and Associates to ensure conformance with appropriate City, State and Federal auditing standards. Develops, plans and coordinates implementation of specialized or non-standard audits. Selects audit methods, level and aspects of analysis and investigative procedures. Conducts and leads preliminary surveys to determine areas to be audited for conformance to policy, procedure and internal controls. Conducts special investigative audits regarding alleged illegal or improper activities, e.g., attempted bribery, employee drug usage/theft, etc. Submits reports, findings and recommendations to supervisor. Develops recommendations and remedial action for areas of weakness. May evaluate assets, depreciation rate methods, cost accounting systems and reports, determining appropriate methodologies for department utilization. May conduct legal and title research. Performs various special projects as requested. May be required to drive on City business.

10 **WORKING CONDITIONS**

The position is physically comfortable; the individual had discretion about walking, standing, etc.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's Degree in Accounting, Business Administration or a closely related field such as Finance, with a minimum of 18 hours in accounting/auditing.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Four (4) years of professional experience in accounting/auditing are required.

13 **MINIMUM LICENSE REQUIREMENTS**

Valid Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**

Prefer Bachelor's Degree in Accounting or Finance from an accredited University with at least one year of completed graduate level education in Accounting or Finance from an accredited University. Prefer excellent skills with Microsoft Excel, Microsoft Access with ability to create complex databases and spreadsheets, manipulate, import and export data with ease and complete competence in Excel/Access. Ability to write clear, concise and well thought out audit reports, memoranda, and ability to clearly explain analysis. License Preferred: CPA. Secondary Designations: CIA, CMA.

15 **SELECTION/SKILLS TESTS REQUIRED**

If interviewed, candidates may be asked to demonstrate their skills using Microsoft Excel, Access and produce a writing sample.

16 **SAFETY IMPACT POSITION** ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 21
\$1,211 - \$1,660 Biweekly \$31,486 - \$43,160 Annually

18 **OPENING DATE** **May 10, 2006**

19 **CLOSING DATE** **OPEN UNTIL FILLED**

20 **APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. **For application status inquiries, please call (713) 837-9249.** All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. **TDD (Telephone Devise for the Deaf) is (713) 837-9471.**

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